



Legionella Risk Assessment Reviewer Guidance – Building Hot & Cold Water Systems
Reference: HSE Control of Legionella Bacteria in Water Systems: Audit Checklists C200

Sure Start Weston
Risk Assessment Review
9th May 2075



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| Property Name & Description: Sure Start Weston | | | Review Date: 9th May 2017 |
|---|------------|-----------|---|
| Responsible Person(s) Name & SCC Appointment: Kate Hilton / Lorraine Torode | | | Last Review: 14th May 2015 |
| Compliance & Control Measure Checks | Yes | No | Comments/Observations |
| Have there been changes (or being proposed) to the use of the property in which the water systems are installed? | | NO | |
| Have there been changes (or being proposed) to the water systems or their use? | | NO | |
| Is there new information about potential risks or control measures? | | NO | |
| Do the results of monitoring indicate that control measures are no longer effective? | | NO | |
| Are the roles & responsibilities of all staff involved in control measures clearly defined in writing including responsible persons(s) & contractors? | YES | | Responsible person and deputy are nominated in writing and recorded in section 2 of the logbook.. |
| Have the persons nominated to carry out control measures including responsible person(s) received appropriate training? | | NOT KNOWN | |
| Has there been a legionella bacteria incident associated with the water systems in the property? | | NOT KNOWN | |

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| Risk Assessment, Written Scheme & Property/System Change Checks | | | |
|---|-----|----|--|
| Risk Assessment | Yes | No | Comments/Observations |
| Does the Risk Assessment identify foreseeable risks & include an up to date schematic of the water systems? | | NO | Drawings were updated at the time of this 2017 review. <u>Original Risk Assessment was not seen filed within the logbook documentation.</u> |
| Does the Risk Assessment include the measures & precautions to be taken to control foreseeable risks? | | NO | <u>Original Risk Assessment was not seen filed in the logbook documentation.</u> |
| Written Scheme | | | |
| Are inspection & maintenance measures identified in the Risk Assessment being carried out? | YES | | Temperature Monitoring is being carried out. <u>Original Risk Assessment was not seen filed within the logbook.</u> |
| Have remedial works identified in the Risk Assessment & subsequent reviews to minimise foreseeable risks been completed? | YES | | |
| Are the records of water system temperature monitoring & flushing representative of control measures, & up-to-date? | YES | | Temperature monitoring is up to date as of April 2017. |
| Property & System Changes | | | |
| Have changes to property occupancy resulted in fewer occupants, intermittent occupation, or partial closure? | | NO | Occupancy Variable. |
| Have changes or modifications to the water systems resulted in low use outlets; dead legs; redundant service equipment or additional fittings e.g. TMV's? | YES | | Boiler room and outside taps not used on a regular basis. |
| Are there any other aspects of the water system including its design, operation & maintenance that have increased foreseeable risks? | YES | | Heavy scale build up on all toilet tap outlets; disabled toilet tap outlet creates a very fine mist when operated due to scale build up. |



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| | | | | | |
|--------------------------|---------------|-----|--------|------|-----------|
| Risk Was (Circle) | Insignificant | Low | Medium | High | Uncertain |
| Risk Now (Circle) | Insignificant | Low | Medium | High | Uncertain |

| Remedial action to be taken | By Whom | By When |
|---|----------------|----------------|
| Investigate cold water tap in community room as not working and creating deadleg pipe work. High This has now been rectified and is back in use. Low | | |
| Locate original risk assessment for the centre and file a copy in the logbook documentation. High The original risk assessment for this centre is still not filed within the logbook documentation. High | | |
| Flush all infrequently used outlets weekly and record when carried out. Continue during shut down periods and holiday periods. Medium No records were seen to indicate flushing is being carried out at the time of this 2017 review. Medium | | |
| Clean and descale all tap outlets on a regular basis to maintain a good flow of water through systems and prevent aerosol creation. Medium This has not been carried out and outlets are now getting very heavily scaled. Medium | | |
| Continue to maintain and service TMVs as per manufacturer's recommendations. Medium This was last carried out in December 2016. Medium | | |
| Audit logbook at least on an annual basis; consider archiving old log sheets which are filed in the logbook documentation. The logbook has not been audited since June 2015. Medium | | |



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| Compliance & Control Checks | Reviewer notes |
|---|--|
| Have responsible person(s) considered whether foreseeable risks could be eliminated? | Refer to Southampton City Council. |
| Have the responsible person(s) & deputies been nominated in writing? | Responsible person and deputy have been nominated in writing in section 2 of the logbook. |
| Are responsible person(s)/deputies contact details available in the event of an emergency? | No responsible person or deputies contact details were seen within the logbook documentation. |
| Are the roles & responsibilities of all Council staff, & contractors involved in control & compliance measures identified in writing? | No roles and responsibilities of council and contractors involved in control and compliance measures were seen in writing within the log book documentation. |
| Have they all received appropriate training? | No training records were seen for any staff or contractors. Refer to Southampton City Council |
| Has the competence of contractors been checked and appropriate documentation held on file? | Refer to Southampton City Council. |
| Have other Health & Safety issues been actioned e.g. COSHH/MHSWR assessments for treatment chemicals and flushing routines? | Refer to Contractors used by Southampton City Council. |
| Do responsible person(s) keep a log of water system defects and follow up on progress? | All system defects are assumed phoned through to Southampton Property Services. |
| Do the responsible person(s) have a budget for remedial works and are they aware of the programme for completion? | Refer to Southampton City Council. |



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| Risk Assessment, Written Scheme & Property/System Change Checks | Reviewer notes |
|--|--|
| Does the risk assessment include all water systems in the building(s) including e.g. fire hose reels, spray fountains, dehumidifiers etc? | <u>Original Risk Assessment was not seen filed within the logbook documentation at the time of this 2017 review.</u> |
| Does the water system schematic show and identify all equipment & outlets including water softeners, TMV's, pumps, principal valves, stand-by equipment, showers, washbasins, water supply origin & systems out of use etc? | Drawings have been updated at the time of this 2017 review. |
| Does the Written Scheme contain the following: <ul style="list-style-type: none"> •System operating instructions? •Precautions to be taken when operating the system? •Details of the monitoring checks to be carried out on the system? | NO NO YES |
| Have changes to the system been recorded in the water system logbook? | No records seen within the logbook documentation. |
| How are changes to the system managed & approved including approval by the responsible person(s)? | Refer to Southampton City Council. |
| How are remedial works co-ordinated, funded and approved including programme priorities? | Refer to Southampton City Council. |



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| System Design & Construction | Reviewer notes |
|---|---|
| Are the water systems designed in accordance with BS6700: 1997 & the Water Supply (Water Fittings) Regulations 1999 as amended by latest WRAS guidance? | Pipe work all appeared to be copper. |
| Do any of the materials used in pipe systems & fittings support bacterial growth or corrosion? | None seen at time of this 2017 review. |
| If TMV's are fitted are they sited within 2m of the outlet(s) served? | TMVs where fitted appear to be within 2 meters of outlets. |
| Cold Water System | |
| Have low use outlets been installed upstream of high use outlets? | Flushing should be carried out weekly on infrequently used outlets and during holidays and shut down periods. |
| Has cold water storage volumes been assessed for turnover (ideally 12 hours) & stagnation risk? | N/A. |
| Is cold & hot water pipe work kept separated and adequately insulated? | All pipe work appears to be well insulated within the building ceiling voids and boiler room. |
| Are cold water tanks fitted with covers & insect screens, located in a cool well-insulated space, & safely accessible? | N/A |
| Are multiple CWST's configured in duty/stand-by mode and not operated in parallel? | N/A |



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| System Design & Construction | Reviewer notes |
|--|--|
| Hot Water Systems | |
| Is Calorifier storage capacity capable of maintaining a DHW distribution temperature of at least 50°C during maximum demand periods? | Calorifier appears capable of maintaining temperatures; records indicated this and were seen to be satisfactory. |
| Are multiple calorifiers connected in parallel? | No |
| Is the calorifier(s) fitted with the following: <ul style="list-style-type: none"> •Functioning drain valve? •Temperature gauges on the flow & return? •An access panel? •A shunt pump and timer, timed to heat the calorifier to over 60°C for at least an hour a day? •Adequate primary & secondary pipe work insulation? | Yes None fitted Not Visible No Good insulation fitted. |
| Do electrically heated hot water heaters deliver water instantaneously at 50°C or above? | N/A |
| Is there a risk of scalding e.g. in buildings used by infants (under 5 years) the disabled or the elderly? | Possible risk to young children. |
| Have 'Very Hot' water labels been fitted to outlets used by the public including school children? | Hot water warning labels are fitted in most areas. |



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| Operation & Maintenance | Reviewer notes |
|--|---|
| Are low use outlets flushed at least weekly and records kept in the Written Scheme logbook? | No records were seen for any weekly flushing at the time of this 2017 review. |
| What are the procedures for bringing stand-by equipment into service? | N/A |
| If TMV's are fitted, are they being maintained on a 6 monthly basis and records kept in the system logbook? | Records seen indicate the TMVs were last serviced and adjusted in December 2016 this appears to have been a year since the prior service. |
| Are CWST's inspected at least annually to include a check that there is cross flow of water and records kept in the system logbook? | N/A. |
| Are calorifier drains checked on a monthly basis for operation and drained water conditions checked and records kept in the system logbook? | No records of calorifier drain purging seen. |
| How is calorifier internal condition assessed and what is the periodicity of internal inspection? | Refer to Southampton City Council. |
| Have outlets that are no longer required been cut back to the nearest main pipe branch? | N/A |
| Are up-to-date O&M manuals for the water system plant held including system valve lists, and pre-start, running, and stopping check off lists? | No records seen. |
| Are showers & other outlets being cleaned at least quarterly and records kept in the system logbook? | N/A |



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| Monitoring | Reviewer notes |
|---|--|
| Do system users carry out daily temperature monitoring checks and place records in the system logbook? | No |
| Are the temperatures of sentinel hot & cold-water outlets checked on a monthly basis and records kept in the system logbook? | All outlet temperatures are recorded within the logbook documentation. |
| Are the hot & cold-water temperatures from all other water system outlets checked on an annual basis and records kept in the system logbook? | All outlets are checked monthly. |
| Is the temperature of the hot water supply to TMV's checked on a monthly basis and records kept in the system logbook? | Records of temperature monitoring of the TMVs was seen within the logbook documentation. |
| Are calorifier flow & return temperatures checked on a monthly basis and records kept in the system logbook? | Records of temperature monitoring of the Calorifier flow and return temperatures were seen within the logbook documentation. |
| Are calorifier temperatures checked at the base mid-level and top to check for primary heating efficiency and records kept in the system logbook? | Refer to Contractors carrying out monitoring. |
| Are CWST inlet & outlet temperatures checked on a 6 monthly basis and records kept in the system logbook? | N/A. |